

ROSWANDA HADI SLAMET WIBOWO

Bandung, Indonesia | Phone Number : +62895349738542 | Email: roswanda8a@gmail.com

ABOUT ME

A dedicated 4 years of experience as Human Resources professional with extensive experience in Talent Acquisition. Bachelor's Degree of Management with specialization in Human Resource Management from Jenderal Achmad Yani University with 3.41 GPA. I am a person who always wants to know and try new things. I can adapt quickly to the environment. And I always do my work with maximum effort.

WORK EXPERIENCE

PT. OLSERA INDONESIA PRATAMA

Talent Acquisition Coordinator (27 May 2025 – Present)

- Lead end-to-end talent acquisition operations, managing recruitment strategy, sourcing, selection, hiring process, and onboarding execution to support business manpower requirements.
- Drive workforce fulfillment initiatives by aligning recruitment priorities with Manpower Planning (MPP), business targets, and operational needs across multiple functions.
- Manage onboarding and offboarding processes, including documentation, orientation, and exit interviews in accordance with company standards.
- Maintain accurate recruitment administration, including candidate database management and documentation of selection activities.
- Evaluate recruitment effectiveness and hiring quality through reporting, recruitment metrics analysis, and new hire performance monitoring (30- and 60-day review).
- Collaborate with cross-functional stakeholders to align recruitment strategies with business needs and organizational culture.
- Build and maintain talent pipelines while supporting employer branding initiatives through recruitment-related communication and content management.
- Prepare and deliver recruitment progress reports and insights to support data-driven hiring decisions.
- Supervise a Trainer Specialist responsible for transforming new joiner training from live sessions into an integrated video-based Learning Management System (LMS).
- Oversee LMS implementation, including training module development, reporting, and administrative documentation to ensure structured and scalable onboarding learning processes.

Achievements : Managed to **reduce** outstanding hiring requests by **52%** within just **six weeks**, raising the sales team's fulfillment from **59.13% to 79.20%** and the field sales team's fulfillment from **48.72% to 70.24%**.

HAIKAL JAYA

Human Resource Business Partner (16 Februari 2025 – 09 Mei 2025)

- Act as a strategic partner to management in formulating and implementing HR strategies aligned with business goals.
- Provide consultation on performance management, organizational development, and succession planning to Owner.
- Analyze HR data and key performance indicators to offer strategic recommendations that support productivity and efficiency improvements.
- Manage end-to-end recruitment processes for key positions, including needs assessment, interviews, and offer negotiations.
- Oversee performance review processes and develop employee development plans based on evaluation results

Achievements : Established the HR function from the ground up by designing company regulations, implementing standardized SOPs, and Create a structured end-to-end recruitment framework and developed payroll and employee administration systems

PT. OLSERA INDONESIA PRATAMA

Talent Acquisition Specialist (05 August 2024 – 09 January 2025)

- Providing the required manpower based on MPP Man Power Planning) and requests received from the user
- Ensuring hired candidates fit the required qualifications for the position requested
- Implement an effective recruitment process by maximizing the use of technology and sourcing channels
- Maintain and develop a talent pool of candidates, both external and internal, as a database for future recruitment needs
- Ensuring positive experiences from candidates during the recruitment process
- Implement effective Employer Branding to attract potential candidates
- Provide administrative support for newly hired employees

Achievements : Successfully filled several critical positions, including a **Head-level role** with an **SLA of 44 days**, as well as **CFO and CCO** positions with an **SLA of 66 days**.

PT. MULTIDAYA TEKNOLOGI NUSANTARA (eFishery)

Talent Acquisitions Staff (21 March 2023 – 21 December 2023)

- Contributed significantly to the company's large-scale hiring efforts, actively involved in bringing onboard over 1000 new team members throughout the course of a year
- Collaborated with Recruiters to gather and organize all necessary documentation for candidates
- Ensured the smooth and efficient execution of the recruitment process
- Verified completeness and accuracy in updating data related to Talent Acquisition documents
- Assisted the Talent Acquisitions Manager in generating Key Recruiting Metrics reports
- Explored potential candidates through online platforms (Social media and Professional platforms)
- Created Job Postings and conducted reference checks

Achievements : Being part of a talent acquisition team responsible for executing a large-scale hiring initiative targeting **1,000 employees** within **one year**.

PT. PUTERA RAJA SEJAHTERA (Dialogue Group)

Staff HRGA (03 January 2022 – 09 September 2022)

- Ensure the completeness and accuracy of updating employee data both in the database and HRIS
- Calculating non-staff employee salary
- Make a Organizational Review Report which is submitted to the Supervisor every month
- Recap employee attendance every month
- Ensuring the completeness and accuracy of updating the company's asset and inventory data

INTERNSHIP EXPERIENCE

PT. Talenta Sinergi Group

IT Talent Acquisition (03 April 2024 – 03 July 2024)

- Responsible for managing the entire recruitment process for technical engineer positions
- Create recruitment materials for posting on relevant channels to engage and network with potential candidates
- Process inbound applicants, assesing their relevant knowledge, skills, and experience, and assist with the employee on-boarding, administration and processes

Candidate College

Head of Division Perfomance Management (21 November 2022 – 03 July 2023)

- Provided guidance to other Intern staff within the PM Division to execute all work programs effectively
- Ensured the smooth and successful implementation of each work program
- Monitored and evaluated the performance of each Intern staff in the PM Division
- Communicated with the Manager and Vice Manager of HRD regarding PM Division work program activities
- Reported the progress of work programs to the Manager and Vice Manager of HRD

PT. Ousean Global Digital

Human Resource Development Staff (04 December 2022 - 04 March 2023)

- Conducting bonding activities and upgrading Ousean Global Digital employees
- Responsible for the attachment and welfare of Ousean Global Digital employees
- Supervising all work progress and performance of Ousean Global Digital employees
- Developing and designing the concept of recruiting Ousean Global Digital employees
- Supervising every meeting and progress report from the Ousean Global Digital division

EDUCATION

JENDERAL ACHMAD YANI UNIVERSITY (2017 - 2021)

Bachelor of Manajemen - 3.41 GPA

SKILLS

- | | |
|--|---|
| • Creative & Out-of-the-Box Thinking | • Leadership & Team Management |
| • Strategic Thinking & Connecting the Dots | • Talent Mapping & Workforce Planning |
| • Critical Thinking & Problem Solving | • Data-Driven Decision Making |
| | • Adaptability in Fast-Paced Environments |